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REF D

MEMORANDUM

11 June 1951

TO : Comptroller

FROM : Finance Division

SUBJECT: Request for Additional Payroll Employees

1. We have previously requested [] additional employees to process agent pay accounts. Subsequent events, including discussions with Messrs. [] regarding the status of this activity and examination of the rate of increase, indicate that further action must be taken. In the first four months of 1951, [] additional career and contract agent accounts were added to the rolls. This does not include the rapidly expanding number of staff agents; however, our principal concern is with the career and contract agents, since these are the more complex cases and cannot be handled under normal payroll procedures.

25X1

2. The complexity of the agent accounts does not permit their processing in the initial stages by payroll clerks. Accordingly, we have detailed Mr. [] Certifying Officer, GS-11, [] auditors from the Current Audit Section, and a clerk typist, to devote their time exclusively to agent payrolls until the new procedure has been properly established and the function is in proper condition for placement under the Payroll Section on a permanent basis. When this function is placed under the Payroll Section, it will be necessary to add additional personnel. It is now clear that this work cannot be performed by [] people even at present volume; therefore, we wish to revise our request from [] to [] additional employees for this purpose, and recommend 1 GS-7 and [] GS-5's. If this request is approved, we hope to obtain and train the employees during the period the procedures are being established and the function is being performed by the employees referred to above.

25X1

3. It is requested that priority attention be given to the establishment of the four positions requested above, which are (a) 1 payroll and allowance auditor, GS-7, and (b) [] payroll clerks, GS-5.

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[]
Acting Chief, Finance Division

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